

# **Des Moines Municipal Court**

## **Court Clerk – Full Time Position**

**40 Hours a week**

**Salary Range \$3,839 - \$4,667**

Closing Date: Position is open until filled with priority consideration to applications received by **July 31, 2016**.

Under direct supervision of the Judge, Court Administrator, and the Court Clerk provides reception and clerical support to the Des Moines Municipal Court and serves as the in-court clerk during court proceedings.

Duties include setting cases for court hearings, receipting money for fines, posting bail, establishing time payments, entering citations, filing documents, responding to telephone and counter inquiries, preparing and printing warrants and hearing notices, and issuing subpoenas. In-court clerk duties include recording court proceedings, maintaining a recording log, docketing court proceedings, and directing and accommodating jurors. See city website for full job description. [www.desmoineswa.gov](http://www.desmoineswa.gov)

Qualifications: High school diploma or GED, two years office experience including court related clerical experience or equivalent, relevant work experience preferred.

Required: Applicant must be proficient with Judicial Information System (JIS) and Microsoft Office products. Applicant must also be able to use any web based software.

To apply submit a city application online: City applications are available at the city website [www.desmoineswa.gov](http://www.desmoineswa.gov). Only online application will be accepted.